

Personnel Administration

QUICK REFERENCE GUIDE

Action Types and Reasons – County Fees, AOC, PVA

Action	Name of action type	Reason	Name of reason for action	
Z1	Appointment	1	Appointment	Initial Prob
Z1	Appointment	3	Interim	Int. Exp
Z1	Appointment	98	Void - Appointment	
Z1	Appointment	99	Correct - Appointment	
Z2	Re-Hire	5	Returning Retiree	Initial Prob
Z2	Re-Hire	7	Interim Rehire	Int. Exp
Z2	Re-Hire	9	Appointment	Initial Prob
Z2	Re-Hire	11	Interim Returning Retiree	Int. Exp
Z2	Re-Hire	98	Void - Rehire	
Z2	Re-Hire	99	Correct - Rehire	
Z7	Position Number Change-External	11	Resign to Reappoint	Initial Prob
Z7	Position Number Change-External	98	Void - Position Number Change	
Z7	Position Number Change-External	99	Correct - Position Num Change	
Z8	Position Number Change-Internal	1	TWI Invol	No Probation
Z8	Position Number Change-Internal	2	TWI Vol	No Probation
Z8	Position Number Change-Internal	15	Resign to Reappoint	Initial Prob
Z8	Position Number Change-Internal	98	Void - Position Number Change	
Z8	Position Number Change-Internal	99	Correct - Position Num Change	
Z9	Change in Pay	3	Annual Increment	
Z9	Change in Pay	10	Salary Adj	
Z9	Change in Pay	98	Void - Change in Pay	
Z9	Change in Pay	99	Correct - Change in Pay	
ZC	Leave W / Out Pay	1	Military	
ZC	Leave W / Out Pay	3	Sick	
ZC	Leave W / Out Pay	5	Other	
ZC	Leave W / Out Pay	98	Void - Leave w/out Pay	
ZC	Leave W / Out Pay	99	Correct - Leave w/out Pay	
ZE	Rtrn from leave W/O pay	1	Military	
ZE	Rtrn from leave W/O pay	3	Sick	
ZE	Rtrn from leave W/O pay	5	Other	



ZE	Rtrn from leave W/O pay	98	Void - Ret. Leave w/out Pay	
ZE	Rtrn from leave W/O pay	99	Correct - Ret. Leave w/out Pay	
ZF	Separation	1	T - Time Limit	
ZF	Separation	2	T - Terminate	
ZF	Separation	4	R - Salary	
ZF	Separation	5	R - Lack of Opportunity	
ZF	Separation	6	R - Personal Conflict	
ZF	Separation	7	R - Marriage	
ZF	Separation	8	R - Job Incompatability	
ZF	Separation	9	R - Return to School	
ZF	Separation	10	R - Health	
ZF	Separation	11	R - Family Reasons	
ZF	Separation	12	R – Job Abandonment	
ZF	Separation	13	R - Moving	
ZF	Separation	14	R - Other	
ZF	Separation	15	R - From Leave	
ZF	Separation	17	D - Time and Attendance	
ZF	Separation	18	D - Work Performance	
ZF	Separation	19	D - Job Abandonment	
ZF	Separation	20	D - Patient / Client Abuse	
ZF	Separation	21	D - Asleep on the Job	
ZF	Separation	22	D - Policy Violation	
ZF	Separation	23	D - Insubordination	
ZF	Separation	24	D - Alcohol / Drug Abuse	
ZF	Separation	25	D - Misconduct	
ZF	Separation	26	D - From Suspension	
ZF	Separation	27	D - Other or From Leave	
ZF	Separation	32	O - Deceased	
ZF	Separation	98	Void - Separation	
ZF	Separation	99	Correct - Separation	
ZG	Retirement	1	Disability	
ZG	Retirement	2	Normal	
ZG	Retirement	3	From Leave	
ZG	Retirement	5	Early	
ZG	Retirement	98	Void - Retirement	
ZG	Retirement	99	Correct - Retirement	
ZK	Misc. Actions	3	SSN Change	
ZK	Misc. Actions	98	Void - Misc Actions	
ZK	Misc. Actions	99	Correct - Misc Actions	